

BALI INTERNATIONAL SCHOOL

Parent-Student Handbook

2011-12

Section 1: BIS Welcome and Overview

Welcome from the Director

Dear Students and Parents

Welcome to Bali International School's wonderful and exiting 25th year! Indeed, this September 3rd (2011) BIS will celebrate a quarter century of excellence in teaching and learning, and we are very excited to have you and your family as part of our community. Over the next months we welcome you to jump into the activities and events that help make BIS such a special place, and we also urge you to feel free to help us shape new traditions with your suggestions.

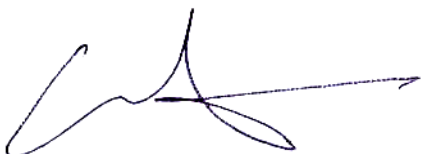
Through active participation in academics, arts, athletics and service learning projects, our students are encouraged to develop their present interests and to be risk takers in exploring new ones as well. Our strong reputation, however, only serves to remind us that striving for excellence is an ongoing process involving the collaborative efforts of all members of the BIS community. And, as we certainly recognize and appreciate, excellence looks different for different kids!

In this spirit, I urge you to review carefully the information contained in this handbook, from our Mission Statement and BIS Core Values to our policies and procedures. The handbook is, in short, a written description of the "way we do things" at BIS. I believe you will find this handbook extremely valuable to assist you in your communications with the school. Students, in particular, are expected to be well versed on the sections four through six, which give clear guidelines and expectations for Behaviour, descriptions of our extensive activities offerings, and information on all our Student Support services at the school.

Please note there is another document called the BIS Program of Studies, which contains detailed information on the curriculum in place at BIS. It is available through your child's principal or programme coordinator.

We welcome your questions and comments on the information contained in this handbook, or any other issues that come to mind. Let's work together to make this school year a rewarding experience for one and all.

With warm regards,



Chris Akin
Director
cakin@baliis.net

Bali International School Teaching Staff 2011-2012

1. **Anna Parr** (UK) – MYP Drama / IB Theatre Arts – Bachelor of Arts in Drama, Theatre and Television Studies, Post-Graduate Certificate of Education in Drama
2. **Anthony Lennan** (New Zealand) – PYP PE - Diploma of Teaching, Certificate of TESOL, Bachelor of Education in Educational Computing
3. **Aurelie Pinoteau (France)** – PYP French / Library - Post Graduate Certificate in Education
4. **Blair Cameron (Canada)** – Grade 5 PYP-Bachelor in Education in Secondary Biology/Physical and Health Education, Bachelor in Science (Life Sciences)
5. **Chris Akin** (Canada) – Director - Master of Education (Administration), Certificate of International School Leadership, Bachelor of Education , Bachelor of PHE, Bachelor of Arts
6. **Chris Zavits** (Canada) – Information Technology (IT) Coordinator – Master in Educational Technology, Bachelor of Education, Bachelor of Arts
7. **Claire Tremblay** (Canada) – MYP-DP French - Bachelor of Education, DEC (Dip D'Etudes Collegiales)
8. **Deborah Plant** (UK) – PYP Kindergarten - Master of Art in Education, Bachelor of Education, Certificate in TEFL
9. **Edward Andrews** (Australia) – MYP-DP Music - Bachelor of Music Education, Associate of Music Australia
10. **Erin Threlfall (USA)** – PYP Grade 3-4-Master in Education
11. **Erin Wyld** (USA) – MYP Science / DP Biology, Master of Education
12. **Franko Cifizzari (USA)** – Diploma Coordinator/MYP-DP Humanities, Bachelor of Arts in Economic, Teaching Credential in Social Science
13. **Hamish Sutherland** (Australia) – PE Coordinator/MYP PE - Bachelor of Physical Education, Diploma of Education in English, Diploma of SAC
14. **Heather McNaughton** (New Zealand) – PYP PreSchool - Diploma of Teaching
15. **I.A. Sri Mahendrani (Indonesia)** - MYP-DP Bahasa Indonesia- Bachelor of Arts in English
16. **Jackie Rendina (USA)** – Primary Student Support Counselor (grades PS-6), Bachelor of Education Primary Education, ESL in the Mainstream, CTC Essential Skills for the International Counselor
17. **Jane Sparrow** (Australia) – PYP Gr. 1-2 - Graduate Diploma of Teaching (Language Arts), Bachelor of Education, Diploma of Teaching
18. **Joanne Moulard** (UK) – MYP-DP Visual Art - Bachelor of Arts in Graphic Information Design
19. **John Lancett (USA)** – MYP Humanities / DP History – Bachelor of Arts in Secondary Education and History
20. **Kayti Denham** (UK) – MYP-DP English - Certificate of TESOL, Masters in Applied Linguistics
21. **Kirsten McGrath** (Australia) – PYP Music – Bachelor of Music, Post-Graduate Diploma of Education
22. **Krista Zavits** (Canada) – Primary Principal – Bachelor of Education (Primary, Junior/Intermediate) Master of Education Technology, Principal's Certificate (Ontario)
23. **Kristen Turner** (Australia) – PYP Grade 3-4 - Bachelor of Education in Primary
24. **Kristina Hutapea** (Indonesia) – PYP Bahasa Indonesia - Bachelor of English, Bachelor of Education
25. **Kristine Laplace** (France) – MYP-DP English/French/Spanish - MA (English Language and Literature), D.F.E. Teacher's Qualifications
26. **Lindawati Atmaja** (Indonesia) – MYP-DP Bahasa Indonesia - Bachelor of Education
27. **Made Yunita (Indonesia)** – PYP EAL – M.Ed. in English
28. **Mark Adams** (Australia) – MYP IT/Humanities – Bachelor of Education (Economics and Mathematics)
29. **Matt McCormick** (Canada) – MYP-DP Mathematics - Bachelor of Education, Bachelor of Arts in Geography
30. **Michael Clancy (USA)** – Secondary Counselor (grades 7-12)-Master of Education in International Counseling, M.Ed. Secondary Education, Bachelor in Political Science.
31. **Patrick (Paddy) Lyons** (UK) – MYP Science / DP Physics, Bachelor of Science (Hons) III Physics
32. **Preeti Singh** (India) – PYP Grade 3-4 - Master of Education, Bachelor of Education, Diploma Early Childhood Education, Bachelor of Arts in Sociology
33. **Renee Adams** (Australia) – MYP / DP Mathematics, Bachelor of Education (Economics and Mathematics)

34. **Richelle Harrington** (New Zealand) – PYP Pre School - Diploma of Teaching (Early Childhood Education), NZCA Certification in Childcare
35. **Russell McGrath** (Australia) – Secondary Principal - Bachelor of Science in Math, Post Graduate Diploma of Education
36. **Russell Oakley** (Australia) – PYP Information Technology (IT) – Bachelor of Science, Bachelor of Teaching
37. **Sofia Lyons** (UK) – PYP Coordinator / PYP Grade 6 - B.Sc. Education
38. **Tamar Bottema** (Netherlands) – MYP-DP English/TOK - Master of Arts in Peace and Conflict Studies, Bachelor of Arts in Education Studies and English, TESOL
39. **Werner Paetzold** (Germany) - MYP Coordinator /Curriculum Coordinator/MYP-DP English - Master of Arts in English, Bachelor of Arts in Applied Linguistics, Higher Diploma of Education

Teaching Faculty by Nationality:

Australia	9 (23.1%)	New Zealand	3 (7.7%)
UK	6 (15.4%)	France	2 (5.1%)
Canada	6 (15.4%)	Germany	1 (2.6%)
USA	6 (15.4%)	India	1 (2.6%)
Indonesia	4 (10.3%)	Netherlands	1 (2.6%)

Student Body Demographics by Nationality: (for Semester Two (2) of the 2010-11 school year)

**This information is from April 2011 and will be updated accordingly. Still, it serves to represent the multiple nationalities of the student body. In many cases these students have lived for a significant period outside of their home (passport) country, and speak multiple languages.*

No.	Nationality	CountOfNationality	% of school
1	Australia	75	22.7
2	Indonesia	61	18.5
3	UK	36	10.9
4	USA	32	9.7
5	Korea	25	7.6
6	France	22	6.7
7	Germany	13	3.9
8	New Zealand	10	3.0
9	Switzerland	7	2.1
10	Netherlands	6	1.8
11	Canada	5	1.5
12	Japan	5	1.5
13	Philippine	5	1.5
14	Denmark	3	0.9
15	Taiwan	3	0.9
16	Brazil	2	0.6
17	Italy	2	0.6
18	Mexico	2	0.6
19	Russian	2	0.6
20	South Africa	2	0.6
21	Spain	2	0.6

22	Sweden	2	0.6
23	Ukraine	2	0.6
24	Belgium	1	0.3
25	China	1	0.3
26	India	1	0.3
27	Peru	1	0.3
28	Singapore	1	0.3
29	Thailand	1	0.3
	Total	330	100.0

BIS Support Staff 2011-12

Lea Widiarti	Executive Assistant
Christina Arum	External Relations Assistant
Nofi Muchalifah	Secretary/Reception
Christiyanna Waruwu	Business Manager
AA Trisnawati	Accountant
Heribertus Sambang	Facilities Manager
Wayan Kodir	Office Assistant/Driver/Messenger
Ni Ketut Suryaningsih	School Nurse
Astrid Indah Permatasari	Primary School Assistant
Ulan Gayatri	Secondary School Assistant
Mila Kandou	Counseling Assistant
Ali Mas'ud	Supervisor Gr. Devl. & Fac.
Agus Salim	Ground Fcl. Asst.
I Gusti Ketut Sukadana	Ground Fcl. Asst.
I Nyoman Ruti	Ground Fcl. Asst.
Abdurahman	Ground Fcl. Asst
Sri Mulyadi	Ground Fcl. Asst
Jariato	Ground Fcl. Asst
Obet Awa	Ground Fcl. Asst
Kadek Abang Suyasa	Ground Fcl. Asst
AA Adi Lestari	Teacher Assistant
Ni Ketut Arni	Teacher Assistant
Ni Made Artini	Teacher Assistant
Ida Ayu Rai Dian	Teacher Assistant
Ni Ketut Indah Candrawati	Teacher Assistant
I Nyoman Kayun	Teacher Assistant
Ni Wayan Murni	Teacher Assistant
Ni Made Sariasih	Teacher Assistant
Ni Kadek Sutarsih	Teacher Assistant
Ni Nyoman Winarti	Teacher Assistant
Ida Ayu Trisna Wulan	Teacher Assistant
Made Yunita Reni	Teacher Assistant
Ni Made Maramitha Dewi	Teacher Assistant
IGA Putri Dwipa Natarani Lestari	Teacher Assistant/Taman Bacaan
IA Sri Mahendrani	Teacher Assistant Sec.
Ni Komang Sugiartini	Teacher Assistant Prim/Secretary
Kadek Arcana	Teacher Assistant
Prissa Imanto	Teacher Assistant
Vera Kemala	Teacher Assistant

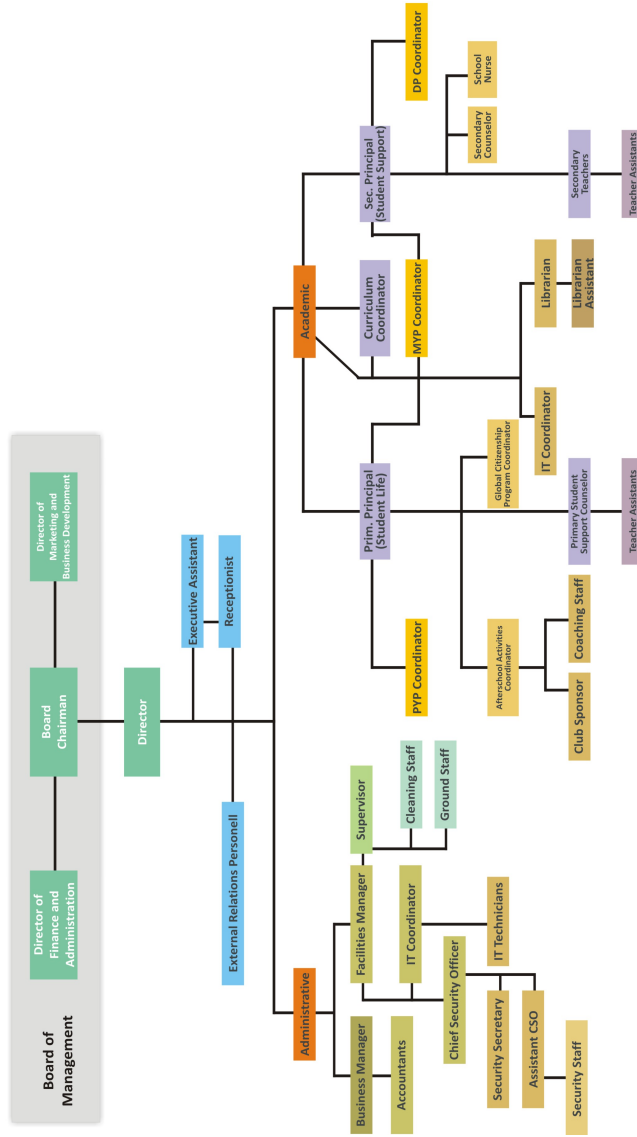
Siska Paramitha	Teacher Assistant
Widian Sasongko	IT Assistant
Gede Sukrawan	IT Assistant
Agung Adi Susila	Coordinator Security Officer
I Gusti Sukanata	Security Leader
I Wayan Matra	Security Guard
Samson	Security Guard
I Wayan Sana	Security Guard
I Wayan Sudiarta	Security Guard
I Made Putu Suwardika	Security Guard
I Wayan Sulendra	Security Guard
I Wayan Sutika	Security Guard
I Nyoman Widia	Security Guard
I Dewa Wirsana	Security Guard
I Wayan Peneng	Security Guard
I Made Suardana	Security Guard
Ketut Gede Wibawa	Security Guard
I Nyoman Karya	Security Guard
Ida Bagus Mardana	Security Guard
Ida Bagus Parwata	Security Guard
Ketut Suantara	Security Guard
Gusti Alit	Security Guard
Ni Nyoman Sari	Cleaner Leader
Ni Wayan Senny Arwati	Cleaner
Ni Luh Gede Seriani	Cleaner
Ni Ketut Soni	Cleaner
Ni Nyoman Sukerni	Cleaner
Ni Luh Gede Wahyuni	Cleaner
Ni Kadek Wartini	Cleaner
IGAM Yuliani	Cleaner
Wayan Sutami	Cleaner
Desak Supariati	Cleaner
Desak Ekawati	Cleaner
Nyoman Rasmini	Cleaner

Acronyms Commonly Used at Bali International School

ACER	Australian Council of Education Research
BIS	The familiar title for <u>Bali International School</u> PS to Grade 12
BISA	Bali International School Academy – option for grade 11 and 12 students
BSSA	Bali Schools Sports Association
CAD	Computer Assisted Design
CAS	Creativity, Action and Service
CIS	Council of International Schools
CL	Capital Levy
CPC	Classroom Parent Coordinator
C&S	Community and Service
DT	Design Technology
ESLRs	Expected School Wide Learning Results
EAL	English as an Additional Language
IB	<u>International Baccalaureate Organization</u> : The IB offers high quality programmes of international education to a worldwide community of schools; oversees the PYP, MYP and DP programmes. It is based in Geneva. Further information on all IB programmes can be found at www.ibo.org .

IB PYP	<u>International Baccalaureate Primary Years Programme</u> : Pre School though to grade 6 program administered out of Geneva, Switzerland
IB MYP	<u>International Baccalaureate Middle Years Programme</u> : A grade 7 to 10 program administered out of Geneva, Switzerland
IB DP	<u>International Baccalaureate Diploma Programme</u> (Grade 11-12)
SL	IB DP Standard Level classes
HL	IB DP Higher Level classes
ISA	International Student Assessment
IISSAC	Indonesian International Small Schools Activity Conference
IT	Information Technology
MPR	Multi Purpose Room
PDHPE	Personal Development, Health and Physical Education
POI / UOI	Program of Inquiry / Unit of Inquiry
PS	Pre School
PSAT	Preliminary Scholastic Aptitude Test
PTFA	Parents, Teachers, and Friends Association
WASC	The accrediting agency <u>Western Association of Schools and Colleges</u> that has accredited BIS
SAT	Scholastic Aptitude Test
SEL	Social Emotional Learning
SSAT	Secondary School Admissions Test
TOEFL	Test of English as a Foreign Language

Bali International School Operational Organization Chart for 2011 - 2012



Mission, Vision and Core Values of BIS

BALI INTERNATIONAL SCHOOL MISSION STATEMENT

We provide educational excellence in a supportive, secure environment, preparing our students to thrive and succeed as responsible citizens in a changing world.

BALI INTERNATIONAL SCHOOL CORE VALUES

- ❖ We recognize everyone has equal intrinsic worth and the capacity to learn and grow.
- ❖ We take a holistic approach to education and encourage enjoyment in lifelong learning.
- ❖ We embrace an inclusive and diverse community, exploring, appreciating and respecting all cultures.
- ❖ We are committed to honesty, fairness, integrity, and respect towards self and others.
- ❖ We believe in the rewards of learning through perseverance, commitment to our personal goals and pride in our achievements.
- ❖ We take responsibility for our choices and actions.
- ❖ We believe in supporting others, serving our community and being responsible world citizens.
- ❖ We are responsible for conserving and improving our natural environment.

BALI INTERNATIONAL SCHOOL VISION STATEMENT

To support the Bali International School mission:

- We strive to be a recognized center of educational excellence in South East Asia and the preferred international school in Bali.
- We actively seek opportunities within and beyond the classroom, which allow us to improve our educational programs and broaden students' options.
- We will ensure that our campus provides the necessary facilities and environment for the growing success of our school.
- We continue to foster our sense of community and school spirit through deliberate and committed interaction with the social and natural environment.
- We focus on integrating innovative methodologies leading to effective communication, creative thinking, critical reasoning and enthusiastic learning.
- We will promote stability and longevity in our teacher, student and family community.

Milestones in the History of Bali International School

Phase One: The Beginning

In September 1985, the Yayasan Bali International School, a legal non-profit democratic foundation was established. The school opened its doors for the first time on September 3, 1986, an event marked by a ceremony led by the then governor of Bali and commemorated with a plaque that adorns the original building of the school to this day.

BIS was and is wholly paid for and run by the parents and charged by the Indonesian Minister of Education and Culture with educating expatriate children. The initial roll was 8 primary students. The teaching and administrative honors belonged to a Canadian couple Bill and Gundie Robertson. Ray Gardiner, Kamal Kaul, Jon Zurcher, Barbara Bush, Timothy Watts, Linda O'Brien and Kristina Melcher deserve special recognition for their tireless contributions as the school's "founding fathers." The original site of the school was and remains Banjar Taman in Sanur Village, South Bali. Sanur was famous for the high concentration of the Brahmana or priestly caste and a renowned center of traditional Balinese learning including kekawinan poetry.

By 1992, when Bill Robertson retired, the roll was just over 150 elementary school students from 26 countries. While most came from North America, Europe and Australia, they were joined by a rainbow

of passports including Japanese, Korean, Mexican and Peruvian students. It should also be noted that many of the children were dual nationals, often with an Indonesian parent.

Phase Two: The Little School Grows

After Bill Robertson's departure, the current school board hired an American principal, Patrick van Kampen. After Patrick's departure, Diane Lutman was appointed as acting principal.

From 1993 to 2001, Mr. Murray Vosper, from New Zealand was the school principal. The first two years of his tenure were spent firmly establishing the school's infrastructure and new identity. One of the most noteworthy developments was that of the music and drama department. A new music teacher, Phil Seaton, played a particularly important role in the lives of the children through the introduction of numerous successful musical performances. Share Time, on Friday afternoons, gave students, teachers and parents the opportunity to perform and share their work with parents while gaining valuable experience performing before audiences.

Phase Three: Expansion and the IB

In 1994, the decision was made to expand the school into the upper grades to meet the demands of an expanding student body. Thus, grades 7 and 8 were added in 1995, grade 9 in 1996, and grade 10 in 1997.

In 1995, Bali International School gained accreditation from the Western Association of Schools and Colleges (WASC).

In 1999, a new Board of Directors took a particularly dynamic role in establishing the policies and procedures of the school to strengthen the school as an institution. They also undertook the professional development of the school's first strategic plan. During this same period, steps were taken for the implementation of the International Baccalaureate's Middle Years Program (MYP), resulting in authorization for grades 6 to 10 in 2000.

In 2001-2002, Dr. Jorge Nelson was appointed the Director/Secondary Principal and Mrs. Jeanie Forde the PS – Grade 8 Principal. The school expanded to include grade 11. The school undertook the WASC self-study, and accreditation was extended to 2005.

In 2002-2003 the school roll was over 250 students. The school administration expanded to include a part time High School Principal, Patrick Ritter, and the Grade 12 program was implemented.

Due to a number of factors including the tragic October 12 Kuta nightclub bombings, many expatriate families left Bali, and subsequently the school roll fell to just over 200 students. The Board of Directors appointed Jeanie Forde as BIS Director for 2003 – 2004.

A significant milestone was achieved during the 2003-2004 school year when BIS received recognition as an IB world school, authorized by IBO for MYP, IB Diploma and being accepted as a PYP candidate.

The highlights of the 2004-2005 school year included achieving IB world status for PYP, MYP and IB Diploma along with the opening of the 25 metre swimming pool.

In 2005-2006 First International Baccalaureate Diploma graduates. New strategic plan drafted. Term 1 started with 265 students.

In 2006-2007 School sports facility upgraded to include covered multi purpose courts, building of 4 additional rooms (three classrooms and one room for library expansion) to accommodate the anticipated 320 plus students for August 2007; land leases secured through to 2021; initiated dual accreditation process WASC/CIS, student roll over 280 students and Dr. Hana Kanan was appointed Director commencing August 2007.

In 2008-2009, Chris Akin was appointed Interim Director / PS-12 School Principal and then named Director at the end of the first term. WASC Accreditation was continued. The school's strategic plan (2006-13) was updated with action plans for the four main goals. Mr. Russell McGrath, long-time upper

school coordinator of BIS, was selected as Secondary Principal to begin August 2009, alongside Mrs. Krista Zavits, appointed Primary Principal.

In July 2010, BIS was informed that WASC accreditation was extended and the school had been granted accreditation by CIS (Council of International Schools).

In August of 2011 the Bali International School is poised to begin the 25th year with 330 pupils. The Alumni of the school (all past and present students, staff and parents) have been alerted and as BIS looks forward to the next 25 years, things certainly look very bright for the Dragons!

School Governance and Organization

The governing body of the school is the Yayasan Bali International School, or the Foundation. The Foundation has three boards: the Pembina (Board of Advisors), the Pengawas (Board of Supervisors) and the Pengurus (Board of Management).

The Board of Management consists of a set of executive members: Board Chairman, Director of Finance and Administration, and Director of Marketing and Business Development. This group works closely with the school Director and leadership to give guidance and support the school in meeting its operational and long-term plans.

The Administrative Team of the school is responsible for the overall day-to-day operation. Two Principals (Primary (gr.PS-6) and Secondary (grades 7-12)) and the three IB Program Coordinators, and academic and administrative staff assist the Director.

Please see the BIS Organizational Chart on page 7 of this Handbook.

The faculty of the school consists of professionally qualified teachers from: Australia, Canada, Indonesia, France, Germany, Netherlands, United Kingdom, United States, India and New Zealand (see faculty demographics table, above). One of the benefits for children is to have experience in learning from a diverse group of teachers as well as learning, playing and working with fellow students from all parts of our global community. A group of dedicated support staff help make the entire Bali International School operation run smoothly.

Our student body represents nearly 30 different countries (see student body demographics table, above).

Bali International School strives to be an open community where ongoing communication is encouraged, using proper channels of communication among all segments of the school community: students, teachers, staff, parents, and board members.

Strategic Plan

Bali International School utilizes the strategic planning process to define the educational and financial focus of the institution. This document is a guide for the faculty, staff and parents who help define the direction of the school through our mission statement. The current strategic plan is in place from 2006 to 2013.

During the 2011-12 school year the school will be revising the strategic plan and creating a new planning document, to reflect better the realities the school is facing and aspiring to from 2011 and beyond.

Parents, Teachers and Friends Association (PTFA)

The BIS PTFA is an organization made up of all parents and teachers of BIS. Parents automatically become members of the PTFA by enrolling their children at the school. The main objectives of the PTFA is to enhance the educational environment and learning experience of BIS students to support and coordinate active parent involvement in the school to facilitate the building of a positive school community. The executive committee consists of the chairperson, treasurer and secretary. Meetings are

held once a month and all parents and staff are welcome to attend. Meeting times will be announced through the Newsflash, under the section devoted to the events and updates from the PTFA.

Accreditation

Bali International School is accredited to grade 12 by WASC (Western Association of Schools and Colleges) since 1995 and by the CIS (Council of International Schools) since July 2010.

Our commitment to the WASC/CIS accreditation process highlights our commitment to quality. The accreditation process is a voluntary process whereby a school conducts a self-study that serves as a basis for a review by a team of international educators. The team members assist the school in appraising their instructional program. The school is evaluated on (1) the degree to which there is clarity of purpose that is reflected through the school's leadership, instructional program, policies, and use of time and resources and (2) how adequately the criteria are being met.